

Approved August 16, 2016

**Town Meeting Coordinating Committee
Minutes for Wednesday, July 27, 2016
4:30 – 6:00 pm
Bangs Center, Glass Room**

Present: Peggy Roberts, Mary Streeter, Alan Powell, Chris Riddle, Barbara Ford, Jacqueline Maidana

Absent: Patricia Holland

The meeting was called to order at 4:43 PM

1. **Public Comment:** None.
2. **Approval of Annual Report and Minutes:** We edited and approved the FY 2015 TMCC Annual Report and the minutes of June 23 & July 15, 2016.
3. **Subcommittee:** TMCC voted to establish a subcommittee of nine members to be appointed with 2-year terms. Chris and Jacqueline reported on the Subcommittee on Policies and Procedures meeting of July 25th. Chris thanked Mary for her clerical assistance to the subcommittee for the record. The subcommittee established an ongoing schedule of meeting every other Tuesday going forward, elected officers, and discussed a statement of purpose. Mary recommended establishing a presence on the Town website with contact info and document archive for the subcommittee.
4. **Information for Charter Commission:** We discussed Peggy's pending statement to the Charter Commission on August 1st and suggested some content, including our established programs, as well as forums on Town budget, School budget, Zoning, a possible Town Meeting Candidates Night, etc. Chris volunteered to join Peggy and present our subcommittee plans to the Commission.
5. **Town Website and Listserv:** No time to discuss.
6. **Future Projects:** No time to discuss.
7. **Topics Not Anticipated 48 Hours Before the Meeting:** None.
8. **Scheduling of Meetings:** The next meeting will be Tuesday, August 16, at 4:30 PM.

The meeting adjourned at 6:20 PM.

Minutes submitted by Alan Powell, Acting Clerk.

Documents distributed:

- Agenda;
- Draft Minutes, July 15 & 25, 2016 meeting
- Letter from Asst. Town Manager to Town Manager & Select Board re Election and Town Meeting dates
- Examples of Appointment Letter and Appointment Certificate to TMCC sub committee
- "Our Town – Our Money" financial report prepared by Sandy Pooler for Feb. 2015 TMCC forum on budget process